

# Employee Internet Usage Policy

*Sample Template (Blank)*

## 1. Purpose

This policy outlines the acceptable and unacceptable uses of internet resources provided by the Company. All employees are expected to read, understand, and comply with this policy to ensure appropriate usage of internet access in the workplace.

## 2. Scope

This policy applies to all employees, contractors, consultants, temporaries, and other workers at the Company, including all personnel affiliated with third parties.

## 3. Acceptable Use

- Use internet access primarily for activities related to official Company business.
- Personal use should be minimal and must not interfere with work responsibilities.
- Employees must comply with all relevant laws and regulations when using internet resources.

## 4. Unacceptable Use

- Accessing, viewing, or distributing offensive, inappropriate, or illegal material.
- Sharing company confidential information via the internet without authorization.
- Engaging in activities that could harm the Company's systems or reputation.

## 5. Monitoring

The Company reserves the right to monitor and review all internet and network usage as deemed necessary. Employees should have no expectation of privacy regarding internet use.

## 6. Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment.

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Employee Signature

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Date